

1.01 Use of Policy and Procedure Manual

POLICY:

The **West Virginia WIC Program Policy and Procedure Manual** contains the policies and procedures for the West Virginia Special Supplemental Nutrition Program for Women, Infants and Children (WIC). All Local Agency WIC personnel will follow the policies and procedures as written.

PROCEDURE:

A. Minimum Manual Requirement

1. A minimum of one (1) copy of the **West Virginia WIC Program Policy and Procedure Manual** will be available at each permanent WIC clinic.
 - a. The **West Virginia WIC Program Policy and Procedure Manual** will be available as a hard copy.
 - b. The **West Virginia WIC Program Policy and Procedure Manual** will be available as an electronic copy on the clinic shared drive.
 - c. The **West Virginia WIC Program Policy and Procedure Manual** will also be available on the West Virginia WIC Program website at: <https://dhhr.wv.gov/WIC/policyprocedure/Pages/default.aspx>

B. Policy Revisions and Additions

1. Final policy revisions will be forwarded by the State Agency to the Local Agency Director.
 - a. See **Policy 1.21 Local Agency Comments on Draft Policies** for draft policy procedure.
2. The Local Agency will be responsible for updating the hard copy of the **West Virginia WIC Program Policy and Procedure Manual**.
3. The State WIC office will be responsible for updating the electronic copies of the **West Virginia WIC Program Policy and Procedure Manual**:
 - a. Local Agency clinic shared drives
 - b. West Virginia WIC website
4. The Local Agency Director is responsible for ensuring that policy revisions are distributed with explanation to all Local Agency WIC personnel.

REFERENCES:

1. WIC Regulations, 7 CFR 246.4 State Plan

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2. USDA Nutrition Services Standards, Standards 1-16